

AGENDA BILL APPROVAL FORM

Agenda Subject: Ordinance No. 6218 amending Auburn City Code Section 10.02		Date: January 12, 2010
Department: Public Works	Attachments: Ordinance No. 6218, Commute Trip Reduction Plan	Budget Impact: \$0

Administrative Recommendation:

City Council introduce and adopt Ordinance No. 6218.

Background Summary:

The Legislative Efficiency Act ("Act") amended the Washington Clean Air Act, RCW 70.94 and requires local jurisdictions to revise their commuter trip reduction ("CTR") ordinances to incorporate the Act's new requirements for major employers. WSDOT has also established new CTR rules to implement the Act.

In order to meet the requirements of the Act and the WSDOT rules, the City of Auburn is amending Chapter 10.02 of its City Code. The City's CTR plan, which is part of Ordinance 6218, is designed to achieve the 10% Drive-Alone and 13% Vehicle Mile Traveled (VMT) goal reductions established by the CTR Board for the number of drive-alone commute trips traveling to Auburn by 2011.

The new goals require stronger programs and employer efforts to help the jurisdiction reach these goals. Other significant changes include:

A mandatory baseline survey is required from all new worksites. The previous RCW and rules stated the baseline was optional.

New CTR affected employment sites have 90 days after becoming affected to complete a baseline survey compared to 12 month timeframe under old ordinance.

New CTR affected employment sites have 90 days from receipt of baseline survey results to submit their initial program compared to 180 days from affected date under old ordinance.

The CTR affected employer's initial program shall be implemented not more than ninety days after approval by the jurisdiction.

W0201-4

O4.10

<p>Reviewed by Council & Committees:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Arts Commission <input type="checkbox"/> Airport <input type="checkbox"/> Hearing Examiner <input type="checkbox"/> Human Services <input type="checkbox"/> Park Board <input type="checkbox"/> Planning Comm. </div> <div style="width: 45%;"> <p>COUNCIL COMMITTEES:</p> <input type="checkbox"/> Finance <input type="checkbox"/> Municipal Serv. <input checked="" type="checkbox"/> Planning & CD <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Other _____ </div> </div>	<p>Reviewed by Departments & Divisions:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Building <input type="checkbox"/> Cemetery <input type="checkbox"/> Finance <input type="checkbox"/> Fire <input checked="" type="checkbox"/> Legal <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Information Services </div> <div style="width: 45%;"> <input type="checkbox"/> M&O <input type="checkbox"/> Mayor <input type="checkbox"/> Parks <input type="checkbox"/> Planning <input type="checkbox"/> Police <input type="checkbox"/> Human Resources </div> </div>
--	---

Action:

Committee Approval: ☐ Yes ☐ No
 Council Approval: ☐ Yes ☐ No
 Referred to _____ Until ____/____/____
 Tabled _____ Until ____/____/____
 Call for Public Hearing ____/____/____

Councilmember: Wagner

Staff: Dowdy

Meeting Date: February 1, 2010

Item Number: VIII.A.1

ORDINANCE NO. 6 2 1 8

**AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF AUBURN, WASHINGTON, AMENDING
CHAPTER 10.02 OF THE AUBURN CITY CODE
RELATING TO COMMUTE TRIP REDUCTIONS**

WHEREAS, motor vehicle traffic is a major source of air pollution, which causes significant harm to public health and degrades the quality of the environment; and

WHEREAS, increasing motor vehicle traffic aggravates traffic congestion in the City of Auburn; and

WHEREAS, traffic congestion imposes significant costs on City business, government, and individuals in terms of lost working hours and delays in the delivery of goods and services as well as making the City a less desirable place to live, work, visit and do business; and

WHEREAS, decreasing the demand for vehicle trips is a significantly less costly method of reducing traffic congestion and vehicle pollution than constructing new transportation facilities; and

WHEREAS, employers have significant opportunities to encourage and facilitate the reduction of single-occupant vehicle commuting by employees; and

WHEREAS, RCW 70.94.527 sets forth state policy on commute trip reduction; and

WHEREAS, Auburn City Code Chapter, 10.02, Commute Trip Reduction (CTR) Plan was adopted pursuant to RCW 70.94.527; and

WHEREAS, the Legislature has significantly amended Chapter 70.94, making significant revisions to the Auburn City Code necessary; and

WHEREAS, adoption of this Ordinance will promote the public health, safety, and general welfare within the City of Auburn and the region; and

WHEREAS, the Washington State Commute Trip Reduction Board has approved the City of Auburn Draft Commute Trip Reduction Plan,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO ORDAIN as follows:

Section 1. Amendment to City Code. That Chapter 10.02, Commute Trip Reduction (CTR) Plan, of the Auburn City Code be and the same hereby is amended to read as follows.

Chapter 10.02
COMMUTE TRIP REDUCTION (CTR) PLAN

Sections:

- 10.02.005 Findings.
- 10.02.010 Definitions.
- 10.02.020 Commute trip reduction goals.
- 10.02.030 ~~Designation of CTR zone and base year values~~Repealed.
- 10.02.040 City of Auburn CTR plan.
- 10.02.050 Responsible agency.
- 10.02.060 Applicability.
- 10.02.070 Requirements for employers.
- 10.02.080 Recordkeeping.
- 10.02.090 ~~Annual reports~~Repealed.
- 10.02.095 Program review and modifications.
- 10.02.100 Requests for exemptions or goal modifications of CTR requirements.
- 10.02.110 Commute Trip Reduction Certificate of Leadership.
~~Credit for transportation demand management efforts~~
- 10.02.120 Appeals.
- 10.02.130 Enforcement.

10.02.005 Findings.

The City of Auburn recognizes the importance of increasing individual citizens' awareness of air quality, energy consumption, and traffic congestion and the contribution individual actions can make toward addressing these issues. (Ord. 5246 § 1 (Exh. A), 1999.)

10.02.010 Definitions.

For the purpose of this chapter, the following definitions shall apply in the interpretation and enforcement of this chapter:

A. "Affected Employee" means a full-time employee who is scheduled to begin his or her regular work day at a single worksite between 6:00 a.m. and 9:00 a.m., inclusive, on two or more weekdays per week for at least 12 continuous months, and who is not an independent contractor. Seasonal agricultural employees, including seasonal employees of processors of agricultural products, are excluded from the count of affected employees. ~~Shareholders, principles and associates in a corporation, general or limited partners in a partnership and participants in a joint venture are to be considered employees.~~

B. "Affected Employer" means a public or private employer that, for 12 continuous months, employs 100 or more full-time employees at a single worksite who are scheduled to begin their regular work day between 6:00 a.m. and 9:00 a.m., inclusive, on two or more weekdays. ~~The individual employees may vary during the year.~~ Construction worksites, when the expected duration of the construction is less than two years, are excluded from this definition.

C. "Alternative Mode" means any type of commute transportation other than that in which the single-occupant motor vehicle is the dominant mode, including telecommuting and compressed work weeks, if they result in reducing commute trips.

D. "Alternative Work Schedules" means programs such as compressed work weeks that eliminate work trips for affected employees.

E. "Base Year" means the twelve-month period which commences when a major employer is determined by the City to be participating within the CTR program. The City uses this twelve-month period as the basis upon which it develops commute trip reduction goals. ~~the~~

~~period from January 1, 1992, through December 31, 1992, on which goals for vehicle miles traveled (VMT) per employee and proportion of single-occupant vehicle (SOV) trips shall be based.~~

F. "Base Year Survey" or "baseline measurement" means the survey, during the base year, of employees at a major employer worksite to determine the drive-alone rate and vehicle miles traveled per employee at the worksite. The City uses this measurement to develop commute trip reduction goals for the major employer. The baseline measurement must be implemented in a manner that meets the requirements specified by the City.

GF. "Carpool" means a motor vehicle, including a motorcycle, occupied by two to six people of at least sixteen years of age traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle commute trip.

HG. "City" means the City of Auburn.

IH. "Commute Trips" mean trips made from a worker's home to a worksite with a regularly scheduled arrival time of 6:00 a.m. to 9:00 a.m., inclusive, on weekdays.

J. "CTR" is the abbreviation of Commute Trip Reduction.

KI. "CTR Plan" means the City's plan to regulate and administer the CTR programs of affected employers within its jurisdiction.

LJ. "CTR Program" means an employer's strategies to reduce affected employees' drive alone commutes ~~SOV use and average~~ VMT per employee.

~~K. "CTR zone" means an area, such as a census tract or combination of census tracts, within the city characterized by similar employment density, population density, level of transit service, parking availability, access to high occupancy vehicle facilities, and other factors that are determined to affect the level of SOV commuting.~~

M. "Commute Trip Vehicle Miles Traveled per Employee" means the sum of the individual vehicle commute trip lengths in miles over a set period divided by the number of full-time employees during that period.

NL. "Compressed Work Week" means an alternative work schedule in accordance with employer policy that regularly allows a full-time employee to eliminate at least one work day every two weeks by working longer hours during the remaining days, resulting in fewer commute trips by the employee. This definition is primarily intended to include weekly and biweekly arrangements, the most typical being four 10-hour days or 80 hours in nine days, but may also include other arrangements. Compressed work weeks are understood to be an ongoing arrangement.

O. "Custom Bus/Buspool" means a commute bus service arranged specifically to transport employees to work.

PM. "Dominant Mode" means the mode of travel used for the greatest distance of a commute trip.

Q. "Drive Alone" means a motor vehicle occupied by one employee for commute purposes, including a motorcycle.

R. "Drive Alone Trips" means commute trips made by employees in single occupant vehicles.

SN. "Employee" means anyone who receives financial or other remuneration in exchange for work provided to an employer, including owners or partners of the employer.

T. "Employee Transportation Coordinator (ETC)" means a person who is designated as responsible for the development, implementation and monitoring of an employer's CTR program.

UQ. "Employer" means a sole proprietorship, partnership, corporation, unincorporated association, cooperative, joint venture, agency, department, district or other individual or entity, whether public, nonprofit, or private, that employs workers.

VP. "Exemption" means a waiver from any or all CTR program requirements granted to an employer by the City based on unique conditions that apply to the employer or employment site.

WQ. "Flex-time" is an employer policy that provides work schedules allowing individual employees some flexibility in choosing the time, but not the number, of their working hours to facilitate the use of alternative modes.

XR. "Full-time Employee" means a person other than an independent contractor scheduled to be employed on a continuous basis for 52 weeks per year for an average of at least 35 hours per week.

YS. "Good Faith Effort" means that an employer has met the minimum requirements identified in RCW 70.94.531 and this chapter and is working collaboratively with the City to continue its existing CTR program or is developing and implementing program modifications likely to result in improvements to its CTR program over an agreed upon length of time.

ZT. "Implementation" means active pursuit by an employer of the CTR goals stated in RCW 70.94.521 through 70.94.551 and in this chapter as evidenced by appointment of an Employee Transportation Coordinator, distribution of information to employees regarding alternatives to SOV drive alone commuting, and commencement of other measures according to their approved CTR program and schedule.

AA. "Major Employer" means a private or public employer, including state agencies, that employs one hundred or more full-time employees at a single worksite who are scheduled to begin their regular work day between 6:00 a.m. and 9:00 a.m. on weekdays for at least twelve continuous months.

BB. "Major Employer Worksite" or "Affected Employer Worksite" or "worksite" means the physical location occupied by a major employer, as determined by the City.

CCU. "Mode" means the type of transportation used by employees, such as single-occupant motor vehicle, rideshare vehicle (carpool/vanpool), transit, ferry, bicycle, walking, compressed work schedule, and telecommuting.

DDV. "Notice" means written communication delivered via the United States Postal Service with receipt deemed accepted three days following the day on which the notice was deposited with the postal service unless the third day falls on a weekend or legal holiday in which case the notice is deemed accepted the day after the weekend or legal holiday.

EEW. "Peak Period" means the hours from 6:00 a.m. to 9:00 a.m., inclusive, Monday through Friday, except legal holidays.

~~FFX.~~ "Peak Period Trip" means any ~~commute~~employee trip that delivers the employee to begin his or her regular workday between 6:00 a.m. and 9:00 a.m., inclusive, Monday through Friday, except legal holidays.

~~GGY.~~ "Proportion of Drive Alone ~~single-occupant vehicle~~ Trips" or "Drive Alone~~SOV~~ Rate" means the number of commute trips over a set period made by affected employees in single occupancy vehicles ~~SOVs~~ divided by the number of potential trips taken by affected employees working during that period.

~~HH.~~ "Ride Matching Service" means a system which assists in matching commutes for the purpose of commuting together.

~~Z.~~ "Single-occupant vehicle (SOV)" means a motor vehicle occupied by one employee for commute purposes, including a motorcycle.

~~AA.~~ "Single-occupant vehicle (SOV) trips" means commute trips made by affected employees in SOVs.

~~BB.~~ "Single worksite" means a building or group of buildings on physically contiguous parcels of land or on parcels separated solely by private or public roadways or rights-of-way occupied by one or more affected employers.

~~IICG.~~ "Teleworking" or "Telecommuting" means the use of telephones, computers, or other similar technology to permit an employee to work from home, eliminating a commute trip, or to work from a work place closer to home, reducing the distance traveled in a commute trip by at least half.

~~JJDD.~~ "Transit" means a multiple-occupant vehicle operated on a for-hire, shared-ride basis, including bus, ferry, rail, shared-ride taxi, shuttle bus, or vanpool. A transit trip counts as zero vehicle trips.

~~EE.~~ "Transportation Demand Management (TDM)" means a broad range of strategies that are primarily intended to reduce and reshape demand on the transportation system.

~~FF.~~ "Transportation Management Association (TMA)" means a group of employers or an association representing a group of employers in a defined geographic area. A TMA may represent

~~employers within specific city limits, or may have a sphere of influence that extends beyond city limits.~~

KKGG. "Vanpool" means a vehicle occupied by ~~from seven-five to~~ 15 people traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle trip. ~~A vanpool trip counts as zero vehicle trips.~~

LLHH. "Vehicle Miles Traveled (VMT) per Employee" means the sum of the individual vehicle commute trip lengths in miles made by affected employees over a set period divided by the number of affected employees during that period.

MMH. "Week" means a seven-day calendar period, starting on Monday and continuing through Sunday.

NNJJ. "Weekday" means any day of the week except Saturday or Sunday.

OOKK. "Writing," "written," or "In Writing" means original signed and dated documents. Facsimile (fax) transmissions are a temporary notice of action that must be followed by the original signed and dated document via mail or delivery. (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.020 Commute trip reduction goals.

- A. Commute Trip Reduction Goals. The City's goals for reductions in the proportions of drive-alone commute trips and vehicle miles traveled per employee by affected employers in the City are established by the City CTR Plan. These goals establish the desired level of performance for the CTR program in its entirety in Auburn. The City will set the individual worksite goals for affected employers based on how the worksite can contribute to Auburn's overall goal established in the City CTR Plan. The goals will appear as a component of the affected employer's approved CTR Plan.
- B. Commute Trip Reduction Goals for Affected Employers:
1. The drive-alone and VMT goals for affected employers in Auburn are hereby established as set forth in the City CTR Plan.
 2. If the goals for an affected employer or newly affected employer are not listed in the City CTR Plan, they shall be established by the City at a level designed to achieve Auburn's overall goals for the jurisdiction and

other areas as designated by the City. The City shall provide written notification of the goals for each affected employer worksite by providing the information when the City reviews the employer's proposed program and incorporating the goals into the program approval issued by the City.

~~The commute trip reduction goals for employers affected by this chapter are to achieve the following reductions in SOV trips and VMT per employee:~~

- ~~A. Fifteen percent reduction after two years;~~
- ~~B. Twenty percent reduction after four years;~~
- ~~C. Twenty five percent reduction after six years;~~
- ~~D. Thirty five percent reduction after 12 years. (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)~~

~~10.02.030 Repealed. Designation of CTR zone and base year values.~~

~~Employers in the city are included within the South King County CTR zone which is designated by the boundaries shown on the map in Attachment "B" to this chapter and incorporated herein. The base year value of this zone for proportion of SOV trips shall be 85 percent. The base year value for vehicle miles traveled (VMT) per employee shall be set at 9.3 miles. Commute trip reduction goals for major employers shall be calculated from these values, or the worksite base year value. Therefore, affected employers in the city shall establish programs designed to result in SOV rates of not more than 72 percent in 1995, or two years after program implementation begins; 68 percent in 1997, or four years after program implementation begins; 64 percent in 1999, or six years after program implementation begins; and 55 percent in 2005, or 12 years after program implementation begins. The VMT goals should be 7.9 miles in 1995, or two years after program implementation begins; 7.4 miles in 1997, or four years after program implementation begins; 7.0 miles in 1999, or six years after program implementation begins; and 6.0 miles in 2005, or 12 years after program implementation begins. (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)~~

~~10.02.040 City of Auburn CTR plan.~~

~~The 1992 City of Auburn CTR plan, dated January 15, 2010, a copy of which is attached to the ordinance adopting this Chapter as Exhibit "A," and a copy of which plan will be on file with the City Clerk, is hereby adopted. is set forth in Attachment "A" to this chapter and incorporated herein. The city's CTR plan shall be~~

~~reviewed annually by the city council and revised if necessary to be consistent with applicable plans developed under RCW 36.70A.070. (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)~~

10.02.050 Responsible agency.

The City Public Works Department shall be responsible for implementing this chapter, ~~and the CTR plan, and the City's CTR program for its own employees shall be administered by the City Human Resources Department.~~ (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.060 Applicability.

The provisions of this chapter shall apply to any affected employer at any single worksite within the corporate limits of the City. Employees will only be counted at their primary worksite. The following classifications of employees are excluded from the counts of employees: (1) seasonal agricultural employees, including seasonal employees of processors of agricultural products; and (2) employees of construction worksites when the expected duration of the construction is less than two years.

A. Notification of Applicability.

1. Known affected employers located within the City shall be notified in writing by certified mail that they are subject to the provisions of this chapter. Such notice shall be addressed to the company's chief executive officer, senior official, CTR program manager, or registered agent at the worksite. Such notification shall provide 90 days for the affected employer to perform a baseline measurement consistent with the measurement requirements specified by the City.
2. Affected employers that, for whatever reason, do not receive written notice, must identify themselves to the City upon determining they are defined as "affected employers." Once they identify themselves, such employers will be granted 90 ~~180~~ days within which to perform a baseline measurement consistent with the measurement requirements specified by the City. ~~develop and submit a CTR program.~~
3. Any existing employer of 75 or more persons who obtains a business license or business registration from the City will be required to complete an employer assessment form to determine whether or not an

employer will be deemed affected or non-affected in accordance with the provisions of this chapter.

4. If an affected employer has already performed a baseline measurement, or an alternative acceptable to the City, under previous iterations of this Chapter, the employer is not required to perform another baseline measurement.

B. Newly Affected Employers.

1. Employers that meet the definition of "affected employer" in this Chapter must identify themselves to the City within 90 ~~180~~ days of either moving into the boundaries of the City or increasing employment at a worksite to 100 or more affected employees. Such newly affected employers that do not identify themselves within 90 days are in violation of this Chapter.
2. Newly affected employers identified as such shall be given 90 days from the date of identification to perform a baseline measurement consistent with the measurement requirements specified by the City. Newly affected employers that do not perform a baseline measurement within 90 days of receiving such written notification that they are subject to this Chapter are in violation of this Chapter. Once they identify themselves, such employers shall be granted 180 days to develop and submit a CTR program. Employers that do not identify themselves within 180 days are in violation of this chapter. New affected employers shall have two years to meet the first CTR goal of a 15 percent reduction from the base year values identified in ACC 10.02.030; four years to meet the second CTR goal of a 20 percent reduction; six years to meet the third CTR goal of a 25 percent reduction; and 12 years to meet the fourth goal of a 35 percent reduction from the time they begin their CTR program.
3. Not more than 90 days after receiving written notification of the results of the baseline measurement, the newly affected employer shall develop and submit a CTR Program to the City. The program will be developed in consultation with City of Auburn staff to be consistent with the goals of the City CTR Plan. The program shall be implemented by the employer not more than 90 days after approval by the

City. Employers who do not implement an approved CTR Program according to this schedule are in violation of this Chapter and subject to the penalties outlined in this Chapter.

- C. Change in Status as an Affected Employer. Any of the following changes in an employer's status will change the employer's CTR program requirements:
1. If an affected employer can document that it faces an extraordinary circumstance that will change its status as an affected employer, it can apply for an exemption pursuant to ACC 10.02.100(A).
 2. If an employer initially designated as an affected employer no longer employs 100 or more affected employees and expects not to employ 100 or more affected employees for the next 12 months, that employer is placed on a twelve month watch and is subject to the same program requirements as any other affected employer. At the end of the twelve month watch, if the employer no longer employs 100 or more affected employees, it is no longer an affected employer. It is the responsibility of the employer to notify provide documentation to the City that it is no longer an affected employer, and provide documentation to the City of its change in status. The burden of proof lies with the employer.
 3. If the same employer returns to the level of 100 or more affected employees within the same 12 months, that employer will be considered an affected employer for the entire 12 months and will be subject to the same program requirements as other affected employers.
 4. If the same employer returns to the level of 100 or more affected employees 12 or more months after its change in status to an "unaffected" employer, that employer shall be treated as a newly affected employer and will be subject to the same program requirements as other newly affected employers. (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.070 Requirements for employers.

An affected employer is required to make a good faith effort, as defined in RCW 70.94.534(2) and this Chapter, to develop and implement a CTR program that will encourage its employees to reduce VMT per employee and drive alone SOV commute trips.

The CTR program must include the mandatory elements described herein, including submittal of a CTR program description and annual progress report on employee commuting and progress toward meeting the SOV goals. Transportation management associations may submit CTR program descriptions and annual reports on behalf of employers; however, each employer shall remain accountable for the success of its own program.

A. ~~Description of Employer's CTR Program.~~ Each affected employer is required to submit a description of its CTR program to the City on the official form available from the public works department. The CTR program description presents the strategies to be undertaken by an employer to achieve the commute trip reduction goals for each goal year. Employers are encouraged to consider innovative strategies and combine program elements in a manner that will best suit their location, site characteristics, business type, and employees' commuting needs. Employers are further encouraged to cooperate with each other and to form or use transportation management organizations in developing and implementing CTR program. At a minimum, the employer's description must include:

1. ~~General description of each employment site location within the city limits, including transportation characteristics, surrounding services, and unique conditions experienced by the employer or its employees;~~
2. ~~Number of employees affected by the CTR program;~~
3. ~~Documentation of compliance with the mandatory CTR program elements as described in subsection B of this section;~~
4. ~~Description of the additional elements included in the CTR program; and~~
5. ~~Schedule of implementation, assignment of responsibilities, and commitment to provide appropriate resources to carry out the CTR program.~~

AB. **Mandatory Program Elements.** Each employer's CTR program shall include the following mandatory elements:

1. Employee Transportation Coordinator. The employer shall designate an Employee Transportation Coordinator to administer the CTR program. The coordinator's and/or designee's name, location, and telephone number must be displayed prominently displayed physically or electronically at each affected worksite. The coordinator shall oversee all elements

of the employer's CTR program and act as liaison between the employer and the City. The Employee Transportation Coordinator must complete the basic ETC training course as provided by King County within six months of assuming the status of designated transportation coordinator, in order to help ensure consistent knowledge and understanding of CTR laws, rules and guidelines statewide. The objective is to have an effective transportation coordinator presence at each worksite; an affected employer with multiple sites may have one transportation coordinator for all sites.

2. Information Distribution. Information about alternatives to drive alone SOV commuting shall be provided to employees at least once a year. This shall consist of, at a minimum, a summary of the employer's CTR program, including ETC name and phone number. Employers must also provide a summary of their CTR program to all new employees at the time of hire. Each employer's CTR program description and progress annual report must describe what information is to be distributed by the employer and the method of distribution.
3. Description of Employer's CTR Program. Each affected employer is required to submit a description of its CTR program to the City on the official form available from the Public Works Department. The CTR program description presents the strategies to be undertaken by an employer to achieve the commute trip reduction goals for each goal year. Employers are encouraged to consider innovative strategies and combine program elements in a manner that will best suit their location, site characteristics, business type, and employees' commuting needs. Employers are further encouraged to cooperate with each other. At a minimum, the employer's description must include:
 - a. General description of each employment site location within the city limits, including transportation characteristics, surrounding services, and unique conditions experienced by the employer or its employees;

- b. Number of employees affected by the CTR program and the total number of employees at the worksite;
- c. Documentation of compliance with the mandatory CTR program elements as described in this section 10.02.070;
- d. Description of the additional elements included in the CTR program; and
- e. Schedule of implementation, assignment of responsibilities, and commitment to provide appropriate resources to carry out the CTR program.

B. CTR Program Report and Description. Affected employers shall review their programs and file a regular progress report with the City in accordance with the format provided by the City. The CTR Program Report and Description outlines the strategies to be undertaken by an employer to achieve the commuter trip reduction goals for the reporting period. At a minimum, the employer's CTR Program Report and Description must include:

- 1. A general description of the employment site location, transportation characteristics, employee parking availability, on-site amenities, and surrounding services;
- 2. The number of employees affected by the CTR program and the total number of employees at the site;
- 3. Documentation of compliance with the mandatory CTR elements as described in this section 10.02.070;
- 4. Description of any additional elements included in the Employer's CTR program;
- 5. A statement of organizational commitment to provide appropriate resources to the program to meet the employer's established goals.

C. Biennial Measure of Employee Commute Behavior. In addition to the baseline measurement, employers shall conduct a program evaluation as a means of determining worksite progress toward meeting CTR goals. As part of the program evaluation, the employer shall distribute and collect Commute Trip Reduction Program Employee Questionnaires (surveys) at least once every two years, and strive to achieve at least a 70% response rate from employees at the worksite.

~~3. Annual Progress Report. Affected employers shall file a progress report annually with the City in accordance with ACC 10.02.090.~~

D4. Additional Program Elements. In addition to the specific CTR program elements described above, the employer's CTR program shall include a set of measures designed to meet CTR goals. Measures may include, but are not limited to, one or more of the following:

- 1a. Provision of preferential parking or reduced parking charges, or both, for high-occupancy vehicles;
- 2b. Instituting or increasing parking charges for drive alone vehicles~~SOVs~~;
- 3e. Provision of commuter ride matching services to facilitate employee ride-sharing for commute trips;
- 4d. Provision of subsidies for rail, vanpool, or transit fares and/or transit passes;
- 5e. Provision of vans or buses for employee ridesharing~~for vanpools~~;
- 6f. Provision of subsidies for carpools, or vanpools, walking, bicycling, teleworking, or compressed schedules;
- 7g. Permitting the use of the employer's vehicles for carpooling or vanpooling;
- 8h. Permitting flexible work schedules to facilitate employees' use of transit, carpools, or vanpools;
- 9i. Cooperation with transportation providers to provide additional regular or express service to the worksite;
- 10j. Construction of special loading and unloading facilities for transit, carpool, and vanpool users;
- 11k. Provision of bicycle parking facilities, lockers, changing areas, and showers for employees who bicycle or walk to work;
- 12l. Provision of a program of parking incentives such as a rebate for employees who do not use the parking facilities;
- 13m. Establishment of a program to permit employees to work part- or full-time at home or at an alternative worksite closer to their homes;
- 14n. Establishment of a program of alternative work schedules, such as a compressed work week which reduces commuting; ~~and~~
- 15o. Implementation of other measures designed to facilitate the use of high-occupancy vehicles, such as

on-site day care facilities and emergency taxi services or guaranteed ride home programs.

16. Provision of incentives for employees that do not drive alone to work;
17. Charging employees for parking and/or the elimination of free parking; and
18. Other measures that the employer believes will reduce the number and length of commute trips made to the site. (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.080 Recordkeeping.

Affected employers shall maintain a copy of their approved CTR Program Description and Report, their CTR Program Employee Questionnaire results, and all supporting documentation for the descriptions and assertions made in any CTR report to the City for a minimum of 48 months. The City and the employer shall agree on the record keeping requirements as part of the accepted CTR program. ~~all records as required by the public works director. (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)~~

10.02.090 Repealed. Annual Reports

~~An affected employer's CTR program must include an annual review of employee commuting, progress, and good faith efforts toward meeting the SOV reduction goals. The employer should contact the City's Public Works Department for the format of the report. Survey information or alternative information approved by the Public Works Director must be provided in the reports submitted in the second, fourth, sixth, eighth, tenth, and twelfth years after program implementation begins. Note: For worksites which have been participating in the CTR program since the beginning, this requirement applies to the 1995, 1997, 1999, 2001, 2003, and 2005 annual reports.~~

~~A. CTR Annual Reporting Date. Employers will be required to submit an annual CTR report to the city beginning with the first annual reporting date assigned during the initial CTR program submittal. The annual reporting date shall be no less than 12 months from the day the initial CTR program description is submitted. Subsequent years' reports will be due on the same date each year.~~

~~B. Content of Annual Report. The annual progress report shall describe each of the CTR measures that~~

~~were in effect for the previous year, the results of any commuter surveys undertaken during the year, and the number of employees participating in CTR programs.~~

- ~~1. Annual reports will be deemed acceptable if the annual report form is complete and contains information about implementation of the prior year's CTR program elements and proposed new program elements and implementation schedule. Annual reports must also contain a review of employee commuting and report of progress toward meeting SOV goals. (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)~~

10.02.095 Program review and modifications.

The City shall provide the employer with written notification indicating whether a CTR program or progress report was approved or deemed unacceptable. The notification must give cause for any rejection. If the employer receives no written notification of extension of the review period of its CTR program or comment on the CTR program or progress report within 90 days of submission, the employer's program or progress report is deemed accepted. The City may extend the review period up to 90 days. The implementation date for the employer's CTR program will be extended an equivalent number of days.

- A. An initial CTR program descriptions will be deemed acceptable if all required information on the CTR program description form set forth in ACC 10.02.070 is provided. Upon review of an employer's initial CTR program, the City shall establish the employer's regular reporting date.
- B. Modification of CTR Program Elements. Any affected employer may submit a request to the City for modification of CTR requirements. Such request may be granted if one of the following conditions exist:
 1. The employer can demonstrate it would be unable to comply with the CTR program elements for reasons beyond the control of the employer, or
 2. The employer can demonstrate that compliance with the program elements would constitute an undue hardship.
- C. Program Modification Criteria. The following criteria for achieving goals for VMT per employee and proportion of drive alone trips shall be applied in determining requirements for employer CTR program modifications:

1. If an employer meets either or both goals, the employer has satisfied the objectives of the CTR plan and will not be required to improve its CTR program;
 2. If an employer makes a good faith effort, as defined in RCW 70.94.534 and this chapter, but has not met the applicable drive alone or VMT goal, no additional modifications are required.
- D. The City may ask the employer to substitute a program element of similar trip reduction potential rather than grant the employer's request for a program modification.
- E. If an employer fails to make a good faith effort as defined in RCW 70.94.534(2) and this Chapter, and fails to meet the applicable drive alone or VMT reduction goal, the City shall direct the employer to revise its program within 30 days to come into compliance with the measures defined by RCW 70.94.534(2), including specific recommended program modifications. In response to recommended modifications, the employer shall submit a revised CTR Program Description and Report, including the requested modifications or equivalent measures, within 30 days of receiving written notice to revise its program. The City shall review the revisions and notify the employer of acceptance or rejection of the revised program. If a revised program is not accepted, the City will send written notice to that effect to the employer within 30 days, and if necessary, require the employer to attend a conference with program review staff for the purpose of reaching a consensus on the required program. A final decision on the required program will be issued in writing by the City within 10 working days of the conference.
- ~~B. If an employer makes a good faith effort, as defined in RCW 70.94.543(2) and this chapter, and meets either or both the applicable SOV or VMT goal, the employer has satisfied the objectives of the CTR plan and will not be required to modify its CTR program.~~
- ~~C. If an employer makes a good faith effort, as defined in RCW 70.94.534(2) and this chapter, but has not met or is not likely to meet the applicable SOV or VMT goal, the City shall work collaboratively with the employer to make modifications to its CTR program. After agreeing on modifications, the employer shall submit a revised CTR program description to the City for approval within 30 days of reaching an agreement.~~
- ~~D. If an employer fails to make a good faith effort, as defined in RCW 70.94.534(2) and this chapter, and fails to meet either the applicable SOV or VMT reduction goal, the City shall~~

~~work collaboratively with the employer to identify modifications to the CTR program and shall direct the employer to revise its program within 30 days to incorporate the modifications. In response to the recommended modifications, the employer shall submit a revised CTR program description, including the requested modifications or equivalent measures, within 30 days of receiving written notice to revise its program. The City shall review the revisions and notify the employer of acceptance or rejection of the revised program. If a revised program is not accepted, the City will send written notice to that effect to the employer within 30 days and, if necessary, require the employer to attend a conference with program review staff for the purpose of reaching a consensus on the required program. A final decision on the required program will be issued in writing by the City within 10 working days of the conference.~~

- ~~E. Implementation of Employer's CTR Program. The employer shall implement the approved CTR program not more than 180 days after the CTR program was first submitted to the City unless extensions allow for late implementation. Implementation of CTR programs that have been modified based on non-attainment of CTR goals must occur within 30 days following City approval of such modifications. (Ord. 5246 § 1 (Exh. A), 1999.)~~

10.02.100 Requests for exemptions or goal modifications of CTR requirements.

- A. Employer Exemptions. An affected employer may submit a request to the City to grant an exemption from all CTR program requirements or penalties for a particular worksite. The employer must demonstrate that it would experience undue hardship in complying with the requirements of this Chapter as a result of the characteristics of its business, its work force, or its location(s). An exemption may be granted if and only if the affected employer demonstrates that it faces extraordinary circumstances, such as bankruptcy, and is unable to implement measures that could reduce the proportion of SOV drive alone commute trips and VMT per employee. Exemptions may be granted by the City at any time based on written notice provided by the affected employer. The notice should clearly explain the conditions for which the affected employer is seeking an exemption from the requirements of the CTR program. The City shall

grant or deny the request within 30 days of receipt of the request. The City shall review annually all employers receiving exemptions and shall determine whether the exemption will be in effect during the following CTR program year.

- B. Employee Exemptions. Specific employees or groups of employees who are required to drive alone to work as a condition of employment may be exempted from a worksite's CTR program. Exemptions may also be granted for employees who work variable shifts throughout the year and who do not rotate as a group to identical shifts. The City will use the criteria identified in the CTR Board Administrative Task Force Guidelines to assess the validity of employee exemption requests. The City shall grant or deny the request within 30 days of receipt of the request. The City shall review annually all employee exemption requests, and shall determine whether the exemption will be in effect during the following program year.

C. Goal Modification.

1. An affected employer may request that the City modify its CTR program goals. Such requests shall be filed in writing at least 60 days prior to the date the worksite is required to submit its program description and progress annual report. The goal modification request must clearly explain why the worksite is unable to achieve the applicable goal. The worksite must also demonstrate that it has implemented all of the elements contained in its approved CTR program.
2. The City will review and grant or deny requests for goal modifications in accordance with procedures and criteria identified in the CTR Board Task Force Guidelines.
3. An employer may not request a modification of the applicable goals until one year after the City approves its initial program description or annual report.

- D. Modification of CTR Program Elements. Any affected employer may submit a request to the City for modification of CTR program elements, other than the mandatory elements specified in this chapter, including recordkeeping requirements. Such request may be granted if one of the following conditions exist:

1. The employer can demonstrate it would be unable to comply with the CTR program elements for reasons beyond the control of the employer; or

2. The employer can demonstrate that compliance with the program elements would constitute an undue hardship. ~~This may include evidence from employee surveys administered at the worksite: first, in the base year, showing that the employer's own base year values of VMT per employee and SOV rates were higher than the CTR zone average; and/or secondly, in the goal measurement year(s), showing that the employer has achieved reductions from its own base values that are comparable to the reduction goals established for the employer's CTR zone.~~
- E. Extensions. An employer may request additional time to submit a CTR program description or CTR annual progress report, or to implement or modify a program for reasonable causes.
1. Such requests shall be made in writing to the City's Public Works Director 30 days before the due date for which the extension is being requested. In addition, all requests for extensions must be made prior to the due date anytime a program submission is going to be more than one week late. The City shall grant or deny the employer's extension request by written notice within 10 working days of its receipt of the extension request. If there is no response issued to the employer, an extension is automatically granted for 30 days.
 2. Extensions shall not exceed 90 days. Employers shall be limited to a total of 90 allowed extension days per year.
 3. Extensions shall not exempt an employer from any responsibility in meeting CTR program goals. Extensions granted due to delays or difficulties with any program element(s) shall not be cause for discontinuing or failing to implement other CTR program elements.
 4. An employer's regular ~~annual~~ reporting date shall not be adjusted permanently as a result of these extensions. An employer's biennial ~~annual~~ reporting date may be extended at the discretion of the public works director.
 5. Implementation of employer's CTR Program. Unless extensions are granted, the employer shall implement its approved CTR Program, including approved program modifications, not more than 90 days after

receiving written notice from the City that the program has been approved or with the expiration of the program review period without receiving notice from the City. (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.110 Commute Trip Reduction Certificate of Leadership~~Credit~~
for transportation demand management efforts.

A. ~~As public recognition for their efforts, employers with VMT per employee and proportion of SOV drive alone commute trips lower than the goal zone average will receive a Commute Trip Reduction Certificate of Leadership from the City.~~

B. ~~Credit for Programs Implemented Prior to the Base Year. Employers with successful TDM programs implemented prior to the 1992 base year may apply to the city for program credit.~~

1. ~~Employers whose VMT per employee and proportion of SOV trips are already equal to or less than the goals for one or more future goal years, and who commit in writing to continue their current level of effort, shall be exempt from the following year's annual report.~~

2. ~~Employers applying for the program credit in their initial 1993 program description shall be considered to have met the 1995 CTR goals if their VMT per employee and proportion of SOV trips are equivalent to a 12 percent or greater reduction from the base year zone values. This three percentage point credit applies only to the 1995 CTR goals.~~

3. ~~For the initial year, employer requests for program credit are due within three months after notification that the employer is subject to this chapter. Requests for program credit must be received by the employer's assigned reporting dates in 1995 and 1997 for succeeding years.~~

4. ~~Application for a program credit shall include an initial program description, written commitment on an official report form to maintain program elements, and results from a survey of employees, or equivalent information that establishes the applicant's VMT per employee and proportion of SOV trips.~~

C. ~~Credit for Alternative Work Schedules, Telecommuting, Bicycling and Walking, by Affected Employees.~~

1. ~~The city will count commute trips eliminated through alternative work schedules, telecommuting options,~~

- ~~bicycling and walking as 1.2 vehicle trips eliminated. This assumption applies to both the proportion of SOV trips and VMT per employee.~~
2. ~~_____ This type of credit is applied when calculating the SOV and VMT rates of affected employers. (Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)~~

10.02.120 Appeals.

- A. Employers may file a written appeal of final administrative decisions regarding the following actions:
1. Rejection of an employer's proposed CTR program.
 2. Denial of an employer's request for a waiver or modification of any of the requirements under this chapter or a modification of the employer's CTR program.
 3. ~~_____ Denial of credits requested under ACC 10.02.110.~~
- B. Appeals of the Public Works Director's determinations made pursuant to this Chapter must be filed with the City's Public Works Department within 20 days after the final administrative decision is issued. Appeals shall be heard by the City's Hearing Examiner in accordance with Chapter 18.66 ACC. Determinations on appeals shall be based on whether the decision being appealed was consistent with applicable state law and the guidelines of the State Task Force. The Hearing Examiner's determination shall be final unless appealed to the superior court of the county in which the employer's primary offices/facilities are located within the City of Auburn in accordance with the procedures in RCW 34.05.510 through 34.05.598, and with the appeal being filed with the City Clerk within 30 days after issuance of the decision of the Hearing Examiner. (Ord. 6182 § 1, 2008; Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

10.02.130 Enforcement.

- A. Compliance. For purposes of this chapter, "compliance" shall mean:
1. ~~_____ s~~Submitting required reports and documentation at prescribed times;
 2. ~~_____ and f~~Fully implementing in good faith all provisions in an approved CTR program; and
 3. Distributing and collecting the CTR Program Employee Questionnaire during the scheduled survey time period.

- B. Violations. Any violation of this chapter shall be enforced pursuant to the provisions of Chapter 1.25 ACC. The following actions shall constitute a violation of this chapter:
1. Failure to implement an approved CTR program, unless the program elements that are carried out can be shown through quantifiable evidence to meet or exceed VMT and SOV drive alone commute goals as specified in this chapter. Failure to implement a CTR program includes but is not limited to:
 - a. Failure of any affected employer to submit a complete CTR program within the deadlines specified in ACC 10.02.090;
 - b. Failure to submit required documentation for annual reports;
 - c. Submission of fraudulent data.
 2. Failure to modify a CTR program found to be unacceptable by the City under ACC 10.02.095(D).
 3. Failure to make a good faith effort, as defined in RCW 70.94.534(4) and this Chapter.
 4. Failure to self identify as an affected employer.
 5. Failure to perform a baseline measurement within the applicable deadline set forth in this chapter.
- C. Penalties.
1. No affected employer with an approved CTR program may be held liable for failure to reach the applicable SOV drive alone commute or VMT goals.
 2. Each day of failure by an employer to comply with the requirements of this chapter ~~(a) implement a CTR program, or (b) modify an unacceptable CTR program~~ shall constitute a separate violation, subject to penalties as described in Chapter 1.25 ACC.
- D. Exemption from Civil Liability. An affected employer shall not be liable for civil penalties if failure to implement an element of a CTR program was the result of an inability to reach agreement with a certified collective bargaining agent under applicable laws where the issue was raised by the employer and pursued in good faith. Unionized employers shall be presumed to act in good faith compliance if they: (a) Propose to a recognized union any provision of the employer's CTR program that is subject to bargaining as defined by the National Labor Relations Act; and (b) Advise the union of the existence of the statute and the mandates of the CTR program approved by the City and advise the union

that the proposal being made is necessary for compliance with RCW 70.94.531.
(Ord. 5246 § 1 (Exh. A), 1999; Ord. 4602 § 2, 1993.)

Section 2. Implementation. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation.

Section 3. Severability. The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this ordinance, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

Section 4. Effective date. This Ordinance shall take effect and be in force five days from and after its passage, approval and publication as provided by law.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

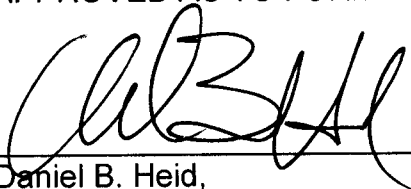
CITY OF AUBURN

PETER B. LEWIS
MAYOR

ATTEST:

Danielle E. Daskam,
City Clerk

APPROVED AS TO FORM:



Daniel B. Heid,
City Attorney

Published: _____



COMMUTE TRIP REDUCTION PLAN



Agency: City of Auburn
Date: January 15, 2010

TABLE OF CONTENTS

INTRODUCTION	1
I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT	2
II. AND III. BASELINE, GOALS AND TARGETS	15
IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS	16
V: REQUIREMENTS FOR MAJOR EMPLOYERS	21
VI. DOCUMENTATION OF CONSULTATION	23
VII. A SUSTAINABLE FINANCIAL PLAN	25
VIII. IMPLEMENTATION STRUCTURE	30

INTRODUCTION

COMMUTE TRIP REDUCTION PLAN

In 2006, the Washington State Legislature passed the Commute Trip Reduction Efficiency Act which requires local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement plans to reduce single-occupant vehicle trips. This plan has been prepared in accordance with RCW 70.94.521.

The Commute Trip Reduction (CTR) Plan is a collection of jurisdiction-adopted goals and policies, facilities, service improvements and marketing strategies outlining how Auburn will help make progress for reducing drive alone trip and vehicle miles traveled over the next four years. Building upon the success of the existing commute trip reduction program, Auburn will strive to meet the goals of the plan for the future by working in partnership and coordination with other agencies.

The proposed Plan has been developed through extensive involvement by employers, transit agencies, organizations and individuals from throughout the jurisdiction who helped identify strategies and ways to successfully achieve the goals of the plan. In turn, this plan helps achieve the jurisdiction's vision and the goals of its comprehensive plan.

Agency: City of Auburn

Department: Public Works

Contact Person Joe Welsh, Transportation Planner
(Person Preparing CTR Plan):

Address 1: 25 West Main Street

Address 2:

Jurisdiction: Auburn

State: WA

Zip Code: 98001-4998

Phone #: 253-804-5050

Fax #: 253-931-3010

Email Address: jwelsh@auburnwa.gov

I. ASSESSMENT OF LAND USE AND TRANSPORTATION

The purpose of this section is to describe the existing and planned land use and transportation environment that affects Auburn's ability to meet its goals for reducing drive alone trips and vehicle miles traveled. The information in this section has been prepared by using the jurisdiction's existing comprehensive plan and other planning documents. Information on transit services and facilities has been prepared by the jurisdiction's respective transit agency.

REQUIRED INFORMATION

A. Identify Location of CTR work sites

Auburn currently has fourteen employment sites required by state law to implement CTR plans to reduce single occupant vehicle impacts.

The location of CTR affected sites can generally be described in three locations:

Downtown-City of Auburn (City Hall), Auburn Medical Regional Center,
North Auburn-UPS, Comcast, Costco, ADESA, Belshaw Brothers, Certain Teed, State of
Washington, Green River Community College,
South Auburn-Boeing, Social Security Administration (SSA), General Services Administration
(GSA), Zones, Safeway, International Paper

ADESA

ID Number: E88666

Total Number of Employees: 191

Affected CTR Employees: 125

Services Available: Metro, Sound Transit

Bus Routes: ST 564, ST 565

Parking: Ample parking for employees. There are 494 stalls for 191 employees.

Recommended CTR Strategies: Increase carpool subsidy along with carpool joining incentives.

Promote use of vanshare for those employees that live in Pierce County and have ability to use Sounder train service.

Auburn Regional Medical Center

ID Number: E81414

Total Number of Employees: 651

Affected CTR Employees: 106

Services Available: Metro, Sound Transit, Sounder Train

Bus Routes: 152, 180, 181, 915, 917, 919, ST565, ST565

Parking: Employee parking is free. There are some capacity constraints for on-site parking in the mid-day. There are 295 stalls. Given the variable shifts, employees work there is not a parking problem. The new proposed cancer center may require a need for offsite parking for employees.

Recommended CTR Strategies: Encourage aggressive subsidies for the use of bus and trains.

Promote vanshare to fully utilize the new train trips that will go into place in.

I. ASSESSMENT OF LAND USE AND TRANSPORTATION

Belshaw Brothers

ID Number: E80700

Total Number of Employees: 109

Affected CTR Employees: 107

Services Available: Sounder Train requires vanshare to reach worksite

Bus Routes: ST 564, ST 565

Parking: There are 141 parking spaces for 107 employees. Currently there is no designated HOV parking.

Recommended CTR Strategies: This is a new worksite. The site completed a baseline survey in May 2009. The City's representative will work with the site to develop strategies after the baseline survey results are available.

City of Auburn-City Hall

ID Number: E84277

Total Number of Employees: 455

Affected CTR Employees: 115

Services Available: Metro, Sound Transit, Sounder Train

Bus Routes: 152, 180, 181, 915, 917, 919, ST 564, ST 565

Parking: There is currently sufficient parking for employees, 124 stalls. In the near future one employee parking lot will be eliminated.

Recommended CTR Strategies: Encourage aggressive subsidies for the use of bus and trains
Promote vanshare to fully utilize the added Sounder train trips serving Auburn .

Ply Gem Pacific Windows Corporation

ID Number: E86728

Total Number of Employees: 441

Affected CTR Employees: 100

Services Available: No Service Available

Bus Routes: No Service Available

Parking: There is ample parking for employees There is 354 stalls for employees that work two shifts.

Recommended CTR Strategies: Encourage aggressive subsidies for carpool formations, and a carpool joining incentive for those employees that have never tried carpool as an HOV mode. Also, encourage subsidies for transit. Promote vanshare to fully utilize the added Sounder train trips serving Auburn.

Comcast Auburn

ID Number: E89276

Total Number of Employees: 270

Affected CTR Employees: 253

Services Available: Metro, Sound Transit, Sounder Train

Bus Routes: 180

Parking: There is ample parking for employees. There are 137 stalls for employees that work variable shifts. Several employees work in the field.

Recommended CTR Strategies: Encourage aggressive subsidies for carpool formations, and a carpool joining incentive for those employees that have never tried carpool as an HOV

I. ASSESSMENT OF LAND USE AND TRANSPORTATION

mode. Also, encourage subsidies for transit. Promote vanshare to fully utilize the added Sounder train trips serving Auburn.

International Paper

ID Number: E81985

Total Number of Employees: 170

Affected CTR Employees: 170

Services Available: Metro, Sound Transit, Sounder Train

Bus Routes: Rt 152, 169, 180, ST565, ST574

Parking: The employer has 400 spaces for employees. Currently there is no designated parking for carpools or vanpools.

Recommended CTR Strategies: This is a new worksite completing their baseline survey in May 2009. The employer currently offers a FlexPass program for employees which includes subsidies for bus, train, vanpool, vanshare, guaranteed ride home. Emphasize continued promotion of the benefits to employees. The City's representative will work with the employer to develop program strategies after the survey results have been received.

Safeway

ID Number: E80381

Total Number of Employees: 600

Affected CTR Employees: 195

Services Available: No service Available

Bus Routes: No Service Available

Parking: There is ample parking for employees. There are 700 stalls for employees that work variable shifts.

Recommended CTR Strategies: Encourage aggressive subsidies for carpool formations. Also, encourage subsidies for transit. Promote Van Share to fully utilize the added Sounder train trips serving Auburn.

State of Washington, Green River Community College

ID Number: E80606

Total Number of Employees: 1535

Affected CTR Employees: 325

Services Available: Metro, Pierce, Sound Transit, Sounder Train

Bus Routes/Park and Ride Lots: Metro Rt 164 and 181. The Twin Lakes Park and Ride Lot provides connections with the Rt 179 and Rt 197 to the Rt 181 which commuters can take to the College. The SR Highway 18/Black Diamond Road Park and Ride Lot is available for carpool and vanpool use. Rt 181 stops at the Federal Way Transit Center with connections to Rts 173, 174, 182, 183, 187, 194, 197, 402, 500, 565, 574, 577, 901, and 903.

Parking: The College manages approximately 1,968 parking stalls on-campus. Of these, 165 are designated for HOV parking. The College has about 400 parking spaces off campus at Pacific Raceways for over flow parking promoted primarily to students. The College operates shuttle service transporting students from Pacific Raceways to campus. They also lease 100 additional parking spaces available at a local church and another lot located across the street from the church. The parking is located about one-half mile from the campus and the shuttle service does not pick up students from these two lots.

Recommended CTR Strategies: Continue to promote the subsidies currently being offered. Promote the Rt 181 and Sounder Train and other bus routes that arrive at the Auburn

I. ASSESSMENT OF LAND USE AND TRANSPORTATION

Commuter Train Station which could make connections to the Rt 181 to include bus Rts 180, 915, 917, ST 564, and ST 565. Promote bike as a commute option, the College provides uncovered racks for bicycles, clothes lockers, and showers. There is a bike trail near the campus.

The Boeing Company

ID Number: E81406

Total Number of Employees: 4,731

Affected CTR Employees: 2,867

Services Available: Metro

Bus Routes: 181

Parking: There is ample parking for employees. There are 6,360 stalls for employees that work variable shifts.

Recommended CTR Strategies: Encourage an increase of existing subsidy for all transit modes. Promote vanshare to fully utilize the Sounder train trips that serve the Auburn Train Station.

United Parcel Service

ID Number: E85316

Total Number of Employees: 336

Affected CTR Employees: 218

Services Available: Metro

Bus Routes: 152, 154, 180

Parking: There is ample parking for employees there are 400 stalls for employees.

Recommended CTR Strategies: Encourage an increase of existing subsidy for all transit modes. Promote vanshare to fully utilize the Sounder train trips that serve the Auburn Train Station.

U.S. Govt. General Services Administration (GSA)

ID Number: E81422

Total Number of Employees: 328

Affected CTR Employees: 328

Services Available: Metro

Bus Routes: 181, 917

Parking: There is ample parking for employees. There are 437 stalls for employee use.

Recommended CTR Strategies: Encourage an increase of existing subsidy for all transit modes... Promote vanshare to fully utilize the Sounder train trips that serve the Auburn Train Station. As GSA is a government agency, they are not allowed to provide incentives for the carpool mode.

U.S. Govt. Social Security Administration (SSA)

ID Number: E81604

Total Number of Employees: 631

Affected CTR Employees: 523

Services Available: Metro

Bus Routes: 917

I. ASSESSMENT OF LAND USE AND TRANSPORTATION

Parking: There is sufficient parking for employees. There are 542 stalls for employees. SSA leases 394 spaces from GSA. SSA moved to another building approximately one block away. Employees are still using the former parking lot as employee parking.

Recommended CTR Strategies: Encourage an increase of existing subsidy for all transit modes. Promote vanshare to fully utilize the Sounder train trips as a mode for employees to use. As SSA is a government agency, they are not allowed to provide incentives for the carpool mode.

Zones

ID Number: E89664

Total Number of Employees: 501

Affected CTR Employees: 501

Services Available: Metro

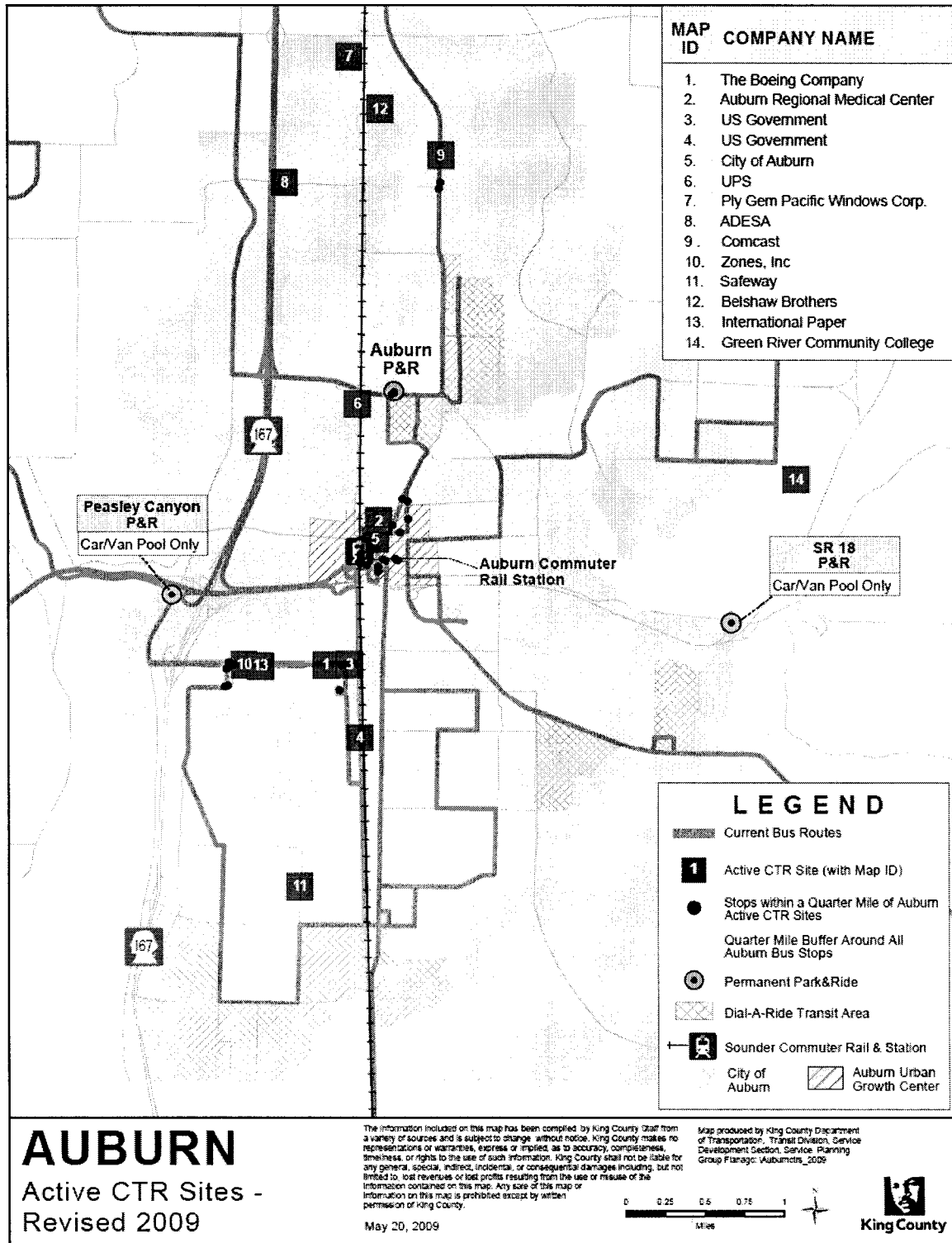
Bus Routes: 181

Parking: There is ample parking for employees. There are 600 stalls for employee use. Also, as parking is shared with other tenants in the building complex, there are more than the 600 stalls for employee use.

Recommended CTR Strategies: Encourage an increase of existing subsidy for all transit modes. Promote vanshare to fully utilize the Sounder train trips that are serving Auburn. Encourage an increase in the existing carpool subsidy. Also encourage a carpool joining incentive for those employees that have never tried carpool as an HOV mode.

I. ASSESSMENT OF LAND USE AND TRANSPORTATION

Active CTR work sites and nearby Transit Routes in Auburn.



I. ASSESSMENT OF LAND USE AND TRANSPORTATION

B. Identify Major Issues Regarding Land Use and Transportation Conditions Around CTR Work Sites or Work Site Cluster.

South Auburn Area - Employment in this area can be classified as light industrial/ warehouse. Two government office buildings, SSA and GSA are located in close proximity. Bus stops serving those sites are located adjacent along 15th Street S.W. Boeing and Safeway are also located in this area, however, they are significantly further from 15th Street SW. Access to transit service for those two employers is not viable as it is well over a quarter mile walk to reach the sites from the main road. Zones is located across from the Supermall within walking distance to transit. It is served by a limited number of peak hour and all day transit service. A.M. transit arrival times currently do not coincide well with employer shift times at Boeing. The area contains a largely connected sidewalk system as well as bike lanes on 15th Street SW connecting to the Interurban Trail. A future bike trail will be installed on C Street SW serving SSA, GSA, Boeing and Safeway.

Downtown Auburn- Both the City of Auburn and Auburn Regional Medical are within walking distance of the transit/train center. There are a number of KC/Metro/Sound Transit routes that could serve these two employment centers. Lack of parking is an emerging issue. As development of certain downtown properties takes place, the strain on parking spaces will become more evident. Downtown has a nearly complete sidewalk system. As part of a significant non motorized project which will include sidewalk upgrades and public art, bike lanes are being created on West Main Street in 2007. These will connect the Interurban Trail to the Sound Transit Station in downtown.

North Auburn Area - Employment in this area can be considered commercial mixed-use. Several businesses include car dealerships, retail, and food/grocery establishments along Auburn Way. Additionally, there are manufacturing and warehouse operations in the vicinity. With the exception of Comcast, which is located on Auburn Way, all other site locations should be considered outside viable transit service standards (either as a result of distance from the closest bus stop or inability of transit route schedules to match up with the start- times of CTR affected employees. Sidewalks exist on many streets in north Auburn but the system is not completed. Bike lanes exist on 22ND Street NE; a separated non motorized trail exists along S 277th Street.

Transit Facilities

Sound Transit owns and operates the Auburn Transit Center located in downtown Auburn. This multi-modal facility provides parking for 365 vehicles in a six-story parking garage, as well as 113 stalls in a surface parking lot. The Auburn Transit Center parking facility is currently at 100% capacity. With the advent of six additional train trips, two in September 2007, there will be a noticeable lack of area parking for train commuters. For those train commuters that park on surface street spaces as an alternative to the garage, it will create a shortage of parking spaces for local area retail business customers. The City of Auburn seeks to increase parking capacity while working in partnership with both Sound Transit and KC Metro.

I. ASSESSMENT OF LAND USE AND TRANSPORTATION



Auburn Transit Center

Metro owns and operates the Auburn 15th Street NW Park and Ride (P&R) with approximately 358 surface parking stalls. Also, Metro operates service out of the Auburn Transit Center in downtown Auburn. Approximately 180 bus stops and 17 passenger's shelters are maintained by KC/Metro.

Existing and planned transit services:

Attached is a map that reflect the location of CTR-affected employers' work sites in relation to transit routes located near the CTR-affected work sites.



Auburn commuter rail station. It runs weekday AM and PM peak 30-minute service.

Sounder commuter rail serves Auburn with nine trips northbound to Seattle and nine trips southbound from Seattle.

The City of Auburn has a limited number of peak hour **bus routes** that directly serve the CTR affected employers. The primary routes that serve the employer market are:

Route 152 originates from downtown Seattle and serves the Auburn Park and Ride (P&R) and the

Route 164 originates from Kent and provides provides hourly with some 30-minute frequency as well as hourly Saturday service. The route includes service to Green River Community College.

I. ASSESSMENT OF LAND USE AND TRANSPORTATION

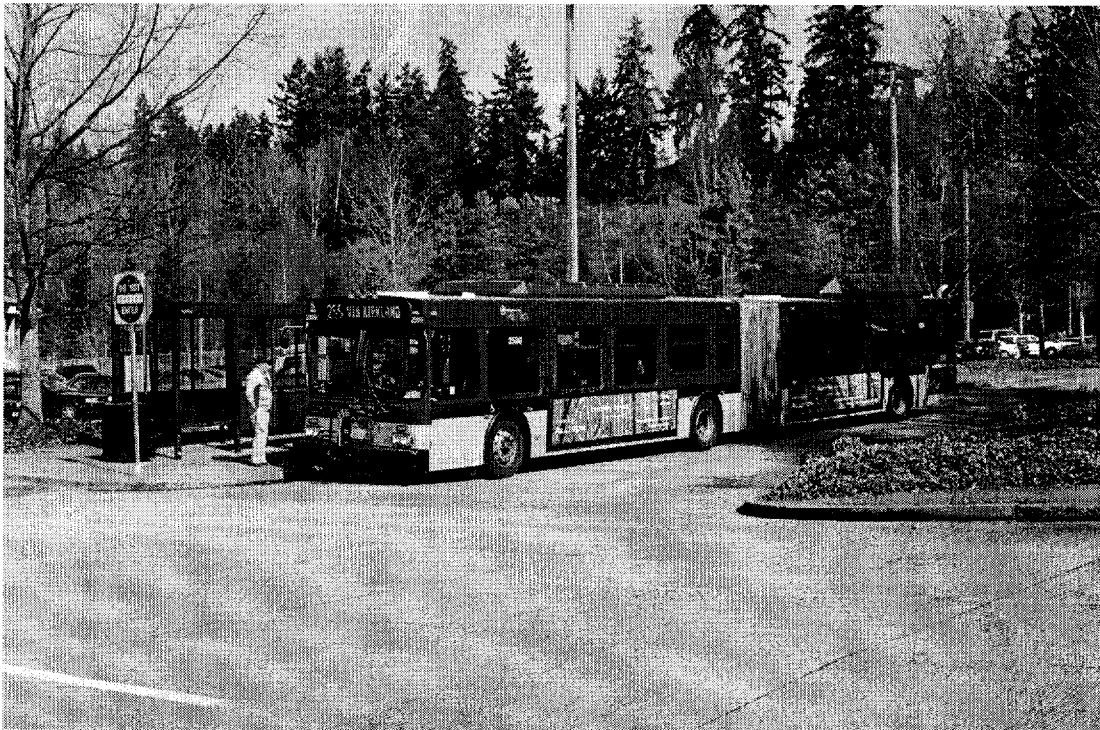
Route 180 is a route that originates in southeast Auburn, serves the Auburn Station, Kent Station, Sea-Tac Airport, and Burien Transit Center. As this route provides early morning 30-minute two-way service, some ridership is originating in the Burien area.

Route 181 provides 30-minute weekday as well as weekend service between Twin Lakes P&R, Federal Way Transit Center, the Supermall, Auburn Transit Center, and Green River Community College.

Route 564/565 offers daily weekday limited stop service on the Rt 564 between the South Hill Transit Center and the South Hill P&R Sumner Train Station, the Auburn Train Station, Kent Train Station, the Renton Transit Center, Bellevue Transit Center, and the Overlake Transit Center. The Rt 565 begins at the Federal Way Transit Center, continues to Auburn Train Station, Kent Train Station, the Renton, Bellevue, and Overlake Transit Centers. These regional routes provide a limited number of stops in Auburn and primarily serve the Auburn Train Station.

Route 915 is a route that offers limited weekday service between Enumclaw, SE Auburn, and the Auburn Train Station.

Route 917 is a DART (Dial-A-Ride) route that operates weekday service starting at A street SE/41st Street SE. It connects those areas between Algona, the Supermall, Social Security, General Services Administration (GSA) and the Auburn Transit Center.



Metro Transit hybrid articulated bus

I. ASSESSMENT OF LAND USE AND TRANSPORTATION

Service to CTR affected companies

In south Auburn, U.S. Social Security Administration (SSA), U.S. General Services Administration (GSA) are served by all day service from Route 181. For a limited extent, the route 917 provides service for peak hour commutes.

In downtown the Auburn Regional Medical Center and the City of Auburn benefits from the service of the route 152, ST 564, ST 565 as well as Sounder Commuter Rail.

In north Auburn, the only employers that may benefit from transit service are Comcast and Certain Teed Corp., which are served by Metro's route 180.

As previously described the others sites, Safeway, ADESA, and Boeing are a considerable distance from bus/transit, and are therefore not ideal candidates for drive alone reduction through the transit mode.

Most CTR employment sites have abundant parking for their employees. Auburn Regional Medical Center and the City of Auburn are faced with a parking shortage. This problem will increase with added development at the hospital and from other planned developments in the downtown area.

C. Potential Actions for the Jurisdiction to Eliminate Barrier

○ Land Use:

Barrier: Although Auburn is comprised of compact land use density and contains a largely grid network of streets with an extensive sidewalk system, it currently has a sparse and disconnected bike lane system. This lack of connectivity makes it difficult for some would be transit commuters to travel the "last mile".

Elimination of Barrier: The City's Comprehensive Transportation Plan has outlined an aggressive range of bike lane improvements and multi-use trails to provide a connected bike route system.

Barrier: Employment within walking distance of transit.

Elimination of Barrier: expected extensive redevelopment of the downtown core encouraged by the city will result in a significant increase in downtown residential and commercial development within walking distance of the Auburn Transit Center a regional transit center. The non motorized improvement of West Main Street will provide a direct non motorized connection between this new development and the Interurban Trail a regional non motorized facility.

○ Transportation Facilities and Services:

Barrier: The Sounder Parking Garage at the Auburn Station. Is now at 100% capacity. The number of Auburn residents able to use the garage and the Sounder train may be hampered if garage capacity is not increased.

I. ASSESSMENT OF LAND USE AND TRANSPORTATION

Elimination of Barrier: With the November 2008 voter approval of ST Phase 2, ST has planned to expand the parking facility in Auburn.

- **Transit:**

Barrier: Most sites have a limited number of transit routes that serve their location. See route description and employers served in section- I. Assessment of Land Use and Transportation Context. Currently the level of bus service improvements will not remarkably increase service to those identified CTR affected employment sites.

Elimination of Barrier: Sounder train trips recently added offer an opportunity to promote use of the train and Van Share to employees. The added train trips correspond more closely to Auburn employer shift times making the train a more viable commute option. The City has worked with Metro to service those major employers such as Safeway, UPS, and ADESA with either fixed bus service or Van share. The City has worked and will work with Sound Transit to develop strategies that improve regional connections between Auburn and other cities. In February 2009 The City of Auburn, Pierce Transit, Sounder (and Metro Transit beginning in 2010) instituted a new transit route linking one of the city's most populous neighborhoods to the Sound Transit Station.

Barrier: Many employment sites have early start times (6:00 am, 6:30 am, 7:00 am) due to the nature of their working environment. Those employers include: Boeing, Certain Teed, ADESA, Costco, SSA, Auburn Regional Medical Center, Safeway. Although it may appear a site has transit service near to its location, in reality employees cannot use the service, as the bus arrival times do not correspond to the employees shift start times.

Elimination of Barrier: Continue to coordinate with King County Metro to examine employers start shift times and determine if transit schedules can be adjusted.

- **Parking:**

New developments should provide adequate off-street parking to meet their needs. Develop and maintain regulations that foster balance between meeting the need for public parking and ensuring developers provide adequate parking to meet the demand generated by new development.

D. Review of Comprehensive Plan Policies

Auburn's Comprehensive Transportation Plan contains the following comprehensive plan policies which support CTR:

I. ASSESSMENT OF LAND USE AND TRANSPORTATION

Coordinate with Metro and other jurisdictions to enhance Commute Trip Reduction programs for CTR affected employers in Auburn.

Encourage the use of high occupancy vehicles (bus, vanpool, train, and carpool) through both private programs and under the direction of Metro Transit.

Promote reduced employee travel during the daily peak travel periods through flexible work schedules and programs that allow employees to work part-time or compress work schedules.

Encourage employers to maintain and enhance their CTR programs that provide HOV incentives.

In making funding decisions, consider transportation investments that support TDM approaches by providing alternatives to SOV, such as transit, bikeways and pedestrian paths.

Auburn shall implement land use regulations and encourage site design that promotes non-motorized forms of transportation.

Auburn shall include the role of non motorized planning in all transportation planning, programming, and if suitable capital improvement projects.

Auburn shall ensure that continuous non-motorized circulation routes are planned within and between existing, new or redeveloping commercial, residential, and industrial developments. Transportation planning shall seek to allow pedestrians and bicyclists the ability to cross or avoid barriers in a manner that is safe and convenient.

Auburn places priority on developing and maintaining bike routes, walkways and equestrian paths to encourage significant use.

The development of facilities supporting non – motorized transportation should be provided as a regular element of new construction projects. Improvements shall be secured through the development review process.

The City shall continue to partner with Metro Transit, Pierce Transit and Sound Transit to achieve Auburn's transit objectives.

The City shall work with local and regional transit agencies to serve new and existing trip generators in Auburn.....

The City should encourage Sound Transit and Metro Transit to explore linkages to the south with Pierce Transit, and to improve service between south Auburn and the Auburn Transit Center.

The City shall consider both the transit impacts and the opportunities presented by major development proposals when reviewing development under the State Environmental Policy Act.

The City shall encourage the inclusion of transit facilities in new development when appropriate.

I. ASSESSMENT OF LAND USE AND TRANSPORTATION

The City will endeavor to identify areas of concentrated transit traffic and impose design and construction standards that accommodate the unique considerations associated with bus travel, such as street geometry and pedestrian linkages.

E. Planning Coordination

The jurisdiction's plan has been coordinated with the following agencies:

Agency	Date	Issues
Metro Transit	January 2010	Transit route coverage and schedules New route planning

II. and III. BASELINE, GOALS AND TARGETS

City of Auburn

The City of Auburn goals are an aggregate, weighted average, of all the trips reduced city-wide by all CTR affected employees.

Area of Jurisdiction	2005 SOV Rate	2011 SOV Target Rate	2005 VMT	2011 Target VMT
City of Auburn	83.2%	74.9%	14.36	12.49

Major Employers

Employer	2007 D/A Rate	2011 D/A Target Rate	2007 VMT	2011 Target VMT
Boeing	83.3%	75.0%	15.5	13.49
Auburn Regional Medical	77.0%	69.3%	10.8	9.4
General Services Admin.	67.8%	61.02%	13.6	11.83
Social Security Admin	81.8%	73.6%	15.4	13.4
City of Auburn	87.4%	78.7%	13.5	11.75
Ply Gem Pacific Windows* (formerly Certain Teed)	87.2%	78.5%	16.15	14.05
ADESA	83.5%	75.2%	12.5	10.88
Zones	71.8%	64.6%	15.03	13.08
Comcast*	90.2%	81.2%	14.90	12.96
UPS	83.4%	75.1%	13.9	12.09
Safeway	79.9%	71.9%	19.9	17.31
Belshaw Brothers Inc**	66.0%	59.4%	14.4	12.5
State of WA – GRCC**	76.9%	69.2%	12.8	11.1

* Reflects 2005 Survey Cycle data. 2007 Survey Cycle data is pending from WSDOT.

** These worksites are **NOT** included in the aggregate 2007 Drive Alone Rate for the jurisdiction as they were not a part of the jurisdiction at the time the surveys were conducted.

Note: The City of Auburn targets for drive alone trips and VMT reduction will be the same as the State of Washington minimum reduction goals- a ten percent reduction in drive alone rates and 13% reduction of VMT from a 2007 baseline survey

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

The Jurisdiction proposes to implement the following elements as part of its Commute Trip Reduction plan. Implementation of the elements will be done in partnership and coordination with other agencies. Listed below are the following planned local services and strategies for achieving the established goals and targets for 2011

A. Policies and Regulations

The Jurisdiction has identified the following policies and regulations that will be updated and will help reduce drive alone trips and vehicles miles traveled. The proposed changes and their scheduled adoption date are listed below.

1. Comprehensive plan policies (N/A)
 - In addition to existing Comprehensive Plan policies, the jurisdiction is considering revising and/or adding the following policies that will strengthen the Jurisdiction's policies for supporting Commute Trip Reduction:
2. Land use regulations (N/A)
3. Zoning code regulations (N/A)
4. Street design standards
 - As part of a new 2009 Comprehensive Transportation Plan the City is working towards implementing the Comprehensive Plan Policies as it relates to expressly including bike lanes in its design standards.
5. Concurrency regulations (N/A)

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

B. Services and Facilities

As part of its capital improvement program, the jurisdiction is planning the following improvements that will help reduce drive alone trips and vehicle miles traveled. In addition to the jurisdiction's investments, the jurisdiction is working with its transit agency partners to improve transit services and facilities.

Elements that are being planned and/or being implemented include:

1. High occupancy vehicle lanes (N/A)
2. Transit services
 - Transit Now includes proposed improvements to core service connections and high ridership corridors. This may include areas between Auburn Kent-Auburn Way. Also, areas between Auburn and Green River Community College-15th St SW, Lea Hill Rd.
3. Vanpool services and vehicles
 - Continue to market vanpool services and coordinate with employers and employees to expand both vanpool and vanshare services. Given the additional Sounder train trips, vanshare will be a large component of determining how the City of Auburn will strive to obtain the 10% reduction in drive alone trips to CTR affected work sites.
4. Ride matching services
 - Continue to promote Rideshare Online to CTR affected companies and their employees.
5. Car sharing services
 - Aggressively work with CTR affected employers to encourage increases to existing carpool subsidies. Also, encourage adoption of new carpool incentives that encourage SOV employees to try carpooling for the first time (Carpool Joining Incentive). Encourage KC/Metro to continue to use 50/50 grant matching programs that provide seed dollars to employers willing to expand car sharing programs.

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

6. Transit facilities

- Work closely with Sound Transit and Metro Transit in partnership to create additional parking near the Auburn Transit Center. Work with Metro Transit to continue to upgrade transit facilities such as shelters and stops to improve accessibility and passenger comfort.

7. Bicycle and sidewalk facilities

- Continue to implement the non motorized improvements outlined in the Comprehensive Plan. In 2007 the City completed the West Main Street Streetscape project which created a bike lane link between the Interurban Trail and the Sound Transit Center. The project will also renovate and restore sidewalk along this corridor. In addition the city has programmed seven other non motorized trail projects and three other pedestrians projects in its current six year transportation improvement program.

8. Other (N/A)

C. Marketing and Incentives

Auburn plans to implement the following marketing and incentive programs that will help reduce drive alone trips and vehicle miles traveled.

Employer outreach

- Continue outreach via the established CTR/TDM programs

Area wide promotions

- Continue to encourage employers to participate in Rideshare week and other promotions to encourage vanpool ridership, and/or turnkey campaigns. Offer additional incentives to those Employer Transportation Coordinators (ETC) that participate and offer the promotion

Transit pass discounts

- Present King County Metro annual transit pass programs such as the ORCA Passport and other ORCA programs when appropriate to employers and assist employers with the regional ORCA card.

Parking cash-out programs (N/A)

Carpool subsidies (N/A)

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

Parking charges and discounts (N/A)

Preferential parking (N/A)

Flexible work schedules

- Encourage continued use or expand use of Alternate work weeks with CTR affected employers. Currently, Boeing, GSA have the largest programs.

Program to allow employees to work at home or a closer worksite (N/A)

Individualized marketing programs (N/A)

Neighborhood social marketing programs

- When possible market to neighborhoods, such as Lakeland, to promote Van Share vehicles.

Other (N/A)

D. Special Programs for Mitigation of Construction Activities (N/A)

IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

E. Schedule for Implementing Program Strategies and Services

The jurisdiction has identified the following schedule for implementing the CTR program strategies and services. The agency responsible for implementing the strategy or service is also listed.

Program Strategy or Service	Agency Responsible	Scheduled Date for Implementation
Policies and Regulations	City of Auburn	2009 and beyond
Services and Facilities	City of Auburn Metro Transit	2009 and beyond 2009 and beyond
Marketing and Incentive Programs	Metro Transit	2009 and beyond
Construction Mitigation Programs	N/A	N/A

V. REQUIREMENTS FOR MAJOR EMPLOYERS

The purpose of this section is to describe the jurisdiction's required contributions from major employers.

Required Element	Description
Designate Employee Transportation Coordinator	The Employee Transportation Coordinator is the point of contact between the employer and its workforce to implement, promote and administer the organization's CTR program. He/she is also the point of contact between the employer and the local jurisdiction to track the employer's progress in meeting CTR requirements
Regular Distribution of Information to Employees	<p>Information about commute alternatives will be distributed regularly to employees. Examples of information that will be distributed will include:</p> <ul style="list-style-type: none">• Description of the employer's commute options program• Transit system maps and schedules• Vanpool rider alerts• Weekly traffic alerts• Wheel Options campaign promotional materials
Regular Review of Employee of Commuting and Reporting of Progress	The employer is required to complete the Employer Annual Report and Program Description Form and submit to the local jurisdiction. Every two years, the employer shall conduct a program evaluation to determine worksite progress toward meeting the CTR goals. As part of the program evaluation, the employer shall distribute and collect Commute Trip Reduction Program Employee Questionnaires (surveys) to achieve at least a 70 percent response rate.
Implementation of a Set of Measures	<p>The employer is required to implement a set of measures that are designed to increase the percentage of employees using the following modes:</p> <ul style="list-style-type: none">• Transit• Vanpool• Carpool• Bicycle or walking• Telework• Other non-single occupant vehicle modes <p>Measures to reduce drive alone trips and vehicle miles traveled include, but are not limited to:</p> <ul style="list-style-type: none">• Provision of preferential parking or reduced parking charges for high occupancy vehicles• Instituting or increasing parking charges for single-

V. REQUIREMENTS FOR MAJOR EMPLOYERS

	<ul style="list-style-type: none"> occupant vehicles • Provision of commuter ride matching services • Provision of subsidies for transit fares • Provisions of vans for vanpools • Provisions of subsidies for carpooling or vanpooling • Permitting the use of the employer's vehicles for carpooling or vanpooling • Permitting flexible work schedules • Cooperation with transportation providers to provide additional regular or express service to the worksite • Construction of special loading and unloading facilities for transit, carpool, and vanpool users • Provision of bicycle parking facilities, lockers, changing areas, and showers • Provision of a program for parking incentives such as a rebate for employees who do not use the parking facility • Establishment of a program to permit employees to work part or full time at home or at an alternative worksite closer to their homes • Establishment of a program of alternative work schedules such as compressed work week schedules • Implementation of other measures designed to facilitate the use of high-occupancy vehicles such as on-site day care facilities and emergency taxi services • Employers or owners of worksites may form or utilize an existing transportation management association or other transportation-related associations by RCS 35.87A.010 to assist members in developing and implementing commute trip reduction programs
Optional Elements	Description

VI. DOCUMENTATION OF CONSULTATION

This section describes the consultation process that was used to develop the local jurisdiction's Commute Trip Reduction plan. The plan was developed in consultation with the following organizations and individuals:

A. Local or County Jurisdiction

1. Department of Planning and Community Development

Contact: Elizabeth Chamberlain, Principal Planner

Issues: Comprehensive Plan Policies, Downtown Plan Policies

2. Department of Public Works

Contact: Tiffin Goodman, Transportation Planner,

Issues: Transportation Plan Policies

3. Department of Finance (N/A)

Contact: _____

Issues: _____

4. Planning Commission (N/A)

Contact: _____

Issues: _____

5. City or County Council (N/A)

Contact: _____

Issues: _____

B. WSDOT (N/A)

Contact: _____

Issues: _____

C. Regional Planning Organization (N/A)

Contact: _____

Issues: _____

D. Neighboring Local Jurisdictions (N/A)

Contact: _____

Issues: _____

E. Major Employers (☐ N/A)

Contact: _____

Issues: _____

F. Business Groups (☐ N/A)

Contact: _____

Issues: _____

VI. DOCUMENTATION OF CONSULTATION

G. Transit Agencies

Contact: Jane Finch (King County Metro)

Issues: CTR plan development

H. Transportation Management Associations (☐ N/A)

Contact: _____

Issues: _____

I. Community Groups (☐ N/A)

Contact: _____

Issues: _____

J. Special Interest Groups (☐ N/A)

Contact: _____

Issues: _____

I. Individuals (☐ N/A)

Contact: _____

Issues: _____

Organization/Party	Meeting Date	Contact Person

VII. A SUSTAINABLE FINANCIAL PLAN

The Jurisdiction has prepared a financial analysis to identify revenues and expenses that are associated with the Jurisdiction's Commute Trip Reduction Plan. The following is a description of the available funding sources that the Jurisdiction may use to implement its CTR Plan. After identifying the available funding sources, the Jurisdiction has identified the expenses which include program administration, training, employer assistance, policy and regulation development, promotional activities, transit and ridesharing services, and implementation of supporting facilities.

A. Funding Sources

1. WSDOT CTR grant (N/A)

The WSDOT CTR Grant is the annual allocation that is given to jurisdictions to help them administer their CTR programs.

Describe: The City of Auburn will receive a total of \$75,641 for years 2009, 2010, and 2011 to implement the CTR law.

2. Local jurisdiction operating funds and capital investment program funds (N/A)
3. Federal funds (N/A)
4. Employer contributions (N/A)
5. Other state funding sources

Describe: King County Metro provides a twelve month grant matching program for all CTR affected employers. Employers receive 50/50 dollar match that implement a new subsidy that pertain to either transit, vanpool, or carpool modes. Additionally, they will match dollar for dollar for any increase to existing subsidy that a company may already have in place.

6. Construction TDM funds (N/A)

VII. A SUSTAINABLE FINANCIAL PLAN

Source of Funding	Responsible Agency	Estimated Revenue FY 2009	Estimated Revenue FY 2010	Estimated Revenue FY 2011	Total Estimated Revenue
CTR Grants	WSDOT	\$25,835	\$24,903	\$24,903	\$75,641
Other State Funds	WSDOT, CTED	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
CMAQ Funds	RTPO	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Local Funds from Operating Budgets	Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Capital Investment Program	Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Transit Revenue	Transit Agency	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Employer Contributions	TMA or Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Developer Contributions	Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Mitigation Funds for Construction Projects	Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL		\$25,835	\$24,903	\$24,903	\$75,641

VII. A SUSTAINABLE FINANCIAL PLAN

B. Program Expenses

1. Administration

Agency: King County (on behalf of City of Auburn)

Responsibility: Identifying and notifying affected employers, reviewing employer progress reports, evaluating employer programs, coordination with neighboring jurisdictions and transit agencies, and preparing annual reports on the CTR program.

2. Facilities (N/A)

Agency:

Responsibility:

3. Services

Agency: King County (on behalf of City of Auburn)

Responsibility: Transit services, assistance with the formation of vanpools, car sharing and ride matching services.

4. Marketing

Agency: King County (on behalf of City of Auburn)

Responsibility: Development and distribution of transit and ridesharing information, promotional campaigns, web sites to promote commute options programs, and outreach to employers.

5. Incentives

Agency: King County (on behalf of City of Auburn)

Responsibility: transit pass discount programs, subsidies for vanpool programs.

6. Training (N/A)

Agency: King County ((on behalf of City of Auburn)

Responsibility: Conduct workshops on various topics to address CTR.

VII. A SUSTAINABLE FINANCIAL PLAN

Expense	Responsible Party	Estimated Cost FY 2009	Estimated Cost FY 2010	Estimated Cost FY 2011	Total Estimated Cost
Prepare local CTR plan and ordinance		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Administer CTR program (contract management, annual reporting, survey process, coordination meetings)	Auburn and KC Metro CTR Services	\$25,835	\$24,903	\$24,903	\$75,641
Training	KC Metro Services	NA	NA	NA	NA
Conduct employer outreach	KC Metro Services	NA	NA	NA	NA
Implement supporting transit services		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Implement supporting transit facilities		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Implement supporting vanpool services	KC Metro Services	NA	NA	NA	NA
Implement bicycle and pedestrian facilities		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Offer program incentives		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Car sharing services		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Conduct special area wide promotions		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Prepare updates to Comprehensive Plans		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total		\$25,835	\$24,903	\$ 24,903	\$ 75,641

VII. A SUSTAINABLE FINANCIAL PLAN

C. Financial Gaps

Service or Strategy	Target Market	What Strategy Will Accomplish	Financial Gap	Potential Funding Source
			\$.00	
			\$.00	
			\$.00	
			\$.00	

VIII. IMPLEMENTATION STRUCTURE

As part of its strategic plan for implementing the Commute Trip Reduction program, Auburn plans to work in partnership with the transit agencies, neighboring jurisdictions, and if available, transportation management associations.

Listed below are the organizations that will be involved with the implementation of the Jurisdiction's CTR Plan. Their roles and responsibilities are described as follows:

A. Local Jurisdiction

Roles

- CTR program administrator (via a contract with King County which performs the job of administering CTR for Auburn)

Responsibilities

- In conjunction with King County with whom the contracts to implement CTR ordinance requirements, Auburn will implement its own CTR plan. This will include ensuring that CTR plans are consistent with their local comprehensive plans and setting the goals for the CTR affected employers. CTR affected employers will be required to be in compliance with the CTR law. Local jurisdictions may contract with local agencies

B. Contractor (N/A)

C. Transit Agency

Roles

- Transit service provider
- Capital facility provider
- Maintain transit capital facilities

Responsibilities

- Provide transit services to transit centers and employment sites as supported by local land use and growth targets established by GMA
- Provide rideshare services.
- Provide CTR affected employer outreach
- Responsible for tracking and reporting employee SOV progress
- Provide Park and Ride facilities, and other capital investments
- Develop and implement rideshare and transit promotions to encourage employee HOV usage.

VIII. IMPLEMENTATION STRUCTURE

D. Transportation Management Association (N/A)

Roles

-

Responsibilities

-

E. Employer

Roles

- Communicate with the City of Auburn as how the local and State CTR Law should be administered, progress measured and reported.

Responsibilities

- Implement all CTR program elements as described in employers CTR program
- Promote CTR program to employees
- Measure and report employee survey data every two years.

VIII. IMPLEMENTATION STRUCTURE

CTR Implementation Plan

Program Strategy or Service	Agency Responsible	Scheduled Date for Implementation
Policies and Regulations		
Comprehensive Plan City Code and Zoning	City of Auburn	2009 and in the future.
Services and Facilities		
Transit Now (10 year plan) Six Year Plan	King County Metro	2009 and in the future.
Marketing and Incentive Programs		
Rideshare Week, Bike to Work,	King County Metro/WSDOT	On-going promotions are twice yearly.
Construction Mitigation Programs		